

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3645 **TITLE:** SUBSTANCE ABUSE COUNSELOR V **GRADE:** S-32

DEFINITION:

Under administrative direction, administers a major substance abuse service area; and performs related work as required.

DISTINGUISHING CHARACTERSTICS OF THE CLASS:

The Substance Abuse Counselor V differs from the Substance Abuse Counselor IV in that the Substance Abuse Counselor V administers a major substance abuse service area, whereas the Substance Abuse Counselor IV administers one or more direct service programs within a major service area, or administers an education and prevention program with agency/county-wide impact.

ILLUSTRATIVE DUTIES:

Plans, administers, directs, and implements a wide range of specialized prevention, diagnostic, and treatment services in a major service area;
Provides senior clinical and administrative program supervision;
Advises staff and clinical supervisors on difficult and complex cases;
Manages and allocates resources within the service area to meet program or workload demands;
Establishes policies and procedures to enhance treatment effectiveness and efficiency;
Disseminates, clarifies, and interprets policies and procedures;
Evaluates service area to ensure effective and efficient service delivery and develops plans to address identified gaps in services;
Assures programs meet all agency and state goals and objectives, as well as compliance with all applicable licensing and funding mandates, standards, and regulations;
Advises agency director on new or revised service area policies/procedures;
Represents Alcohol and Drug Services on various committees, work groups, and projects;
Serves as a member of the Alcohol and Drug Services Management Team, and participates in agency-wide policy-making and standard-setting;
Provides consultation to the leadership of the Community Services Board;
Provides liaison with county, regional, and state agencies; governing boards; and advisory committees;
Coordinates with multiple service areas and agencies to ensure quality client service delivery;
Establishes and participates in consultative and educative planning with community agencies, groups, coalitions, and schools;
Provides research information and statistical data to federal, state, and county authorities;
Directs the financial management of programs and projects;
Makes funding recommendations and directs the preparation of the service area budget;
Researches and develops funding opportunities;
Oversees grant application process;
Manages grant awards, including program development, implementation, evaluation and reporting;
Establishes and monitors contract levels for state performance contract.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of principles, theories, and methods of substance abuse prevention and treatment;
Knowledge of current prevention/treatment philosophies and programs in the field of substance abuse;
Knowledge of federal, state, and local human service agencies and the services they provide;
Knowledge of principles and practices of public administration, including personnel, budgeting, accounting, and management analysis, and the ability to apply them in overseeing a variety of services;
Skill in solving problems and resolving conflicts;
Ability to manage the work of a large staff through subordinate supervisors;
Ability to integrate services with other programs;
Ability to develop and implement departmental goals and objectives;
Ability to compile and analyze data and draw sound conclusions;
Ability to develop and evaluate programs;
Ability to develop and maintain effective working relationships with subordinates, co-workers, county officials, public and private sector organizations, community groups and the general public;
Ability to communicate effectively, both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation from an accredited college or university with a master's degree in psychology, social work, or a related field; PLUS
Six years of related clinical and administrative experience; OR
Graduation from an accredited college or university with a doctoral degree in psychology, social work or a related field; PLUS
Three years of related clinical and administrative experience.

CERTIFICATES AND LICENSES REQUIRED:

None required.

NECESSARY SPECIAL REQUIREMENTS:

Criminal background record check;
TB screening upon hire and annually thereafter.
Contingent upon area of assignment, some positions within this class will require a National Provider Identifier.

REGRADED:	July 1, 2007
REVISED:	January 2, 2007
REGRADED:	July 8, 2006
ESTABLISHED:	June 26, 2000